

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF SAN BERNARDINO COUNTY, CALIFORNIA
AND RECORD OF ACTION**

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July 1, 2003

**FROM: ROBERTA YORK, DIRECTOR
PRESCHOOL SERVICES DEPARTMENT**

**SUBJECT: CONTRACT WITH LAIDLAW TRANSIT, INC., FOR TRANSPORTATION
SERVICES**

RECOMMENDATION: Approve contract between the County of San Bernardino (Preschool Services Department) and Laidlaw Transit, Inc., in the amount of \$2,258,063 for Transportation Services for the Head Start/State Preschool program for the period of July 1, 2003 through June 30, 2004.

BACKGROUND: Preschool Services Department (PSD) operates the Head Start/State Preschool Program in San Bernardino County. Currently there are thirty-six (36) sites operated directly by PSD providing comprehensive child development services to over 4,200 children of low-income families throughout the County. Services are provided for preschool age children whose family incomes meet Federal or State guidelines. PSD provides transportation services to enrolled children to assist them in attending school.

On March 4, 2003, the Board of Supervisors (BOS) authorized the release of a Request for Proposal (RFP) to procure transportation services for the Head Start/State Preschool Program. The RFP was publicly advertised through Internet posting (County of San Bernardino web site), six area newspapers, and direct mailings (the RFP was mailed to forty potential vendors). A proposers conference was held on March 18, 2003. The department received two proposals as follows:

Proposals Received	Amount Proposed
BrookeLine	\$3,980,945
Laidlaw Transit, Inc.	\$2,838,399

An evaluation team, that included representatives from PSD, Human Services System (HSS) Auditing, and the Colton Joint Unified School District, completed an evaluation of the proposals. Proposals were evaluated on the following criteria: statement of program; experience; methodology to be used for scheduling of routes, pickup points, bus monitors and field trips; proposed plan for safety instruction of personnel; and cost effectiveness. The evaluators found that Laidlaw Transit, Inc. best met the requirements of the RFP and recommended that PSD award the contract to Laidlaw Transit, Inc. During contract negotiations, due to budget restraints and the Head Start/State Collaboration for the new full day program options, a lower bid was negotiated.

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Approval of this action will allow PSD to continue to provide transportation services to enrolled children in the Head Start/State Preschool Program in order to assist them in attending school. Contractor performance will be monitored twice annually by HSS staff in the areas of fiscal, program, and contract compliance with the Head Start Performance Standards. In addition, PSD and other staff will provide training and technical assistance as necessary.

REVIEW BY OTHERS: This contract has been reviewed by HSS Contracts (Lori Ciabattini, Administrative Supervisor) on June 3, 2003 and County Counsel (Julie J. Surber, Deputy County Counsel) on June 3, 2003. This item has been reviewed by the County Administrative Office (Gary Morris, Administrative Analyst) on June 3, 2003 and by HSS Finance (Kristin Letterman, Administrative Manager) on June 4, 2003.

FINANCIAL IMPACT: This contract is 93% Federally funded through the Department of Health and Human Services Administration for Children and Families and is 7% State funded through the Department of Education. Adequate appropriations and revenues in the amount of \$2,258,063 are included in PSD's FY 03/04 proposed budget and will result in no local cost to the County. Funding is expected to continue at the current level for this contract in FY 04/05 and subsequent years.

Cost Reduction Review: The County Administrative Office has reviewed this agenda item and recommends this action because the program is fully funded by Federal and State revenue sources that are not in jeopardy in FY 03/04.

SUPERVISORIAL DISTRICTS: All

PRESENTER: Roberta York, Director, Preschool Services Department, (909) 387-2355